



**Development Application Package
(Administrative Reviews/Procedural Exceptions)**



Development Application (Administrative Reviews/Procedural Exceptions)

Application Type:

- Minor Subdivision
 Administrative Review (AR)
 Procedural Exception (PE)
-

Authorized Agent/Owner :

Name of agent/owner _____

Address _____ State _____ Zip _____

Phone number (_____) _____

Email _____

**** Note** – A letter from the property owner naming the authorized agent is required.

Engineer / Surveyor:

Name of Engineer / Surveyor _____

Name of Firm _____

Address _____ State _____ Zip _____

Phone number (_____) _____

Email of Engineer/Surveyor _____

Property Information:

Physical Location of Property _____

Parcel ID _____ Key No. _____



Development Application (Administrative Reviews/Procedural Exceptions)

Property Road Frontage Designation (check all that apply) :

- City Maintained Paved Road
- County Maintained Unpaved Road
- Private Road
-

Proposed Subdivision / Site Data:

Proposed Name of Project _____

Number of proposed lots _____

Smallest Lot Size _____ Largest Lot Size _____

Total Acreage _____

Property Owner Certification:

Name of owner or entity _____

Address _____ State _____ Zip _____

Phone number (_____) _____

Owner or Principal Email _____

Signature _____

*****Note – By signing the above you are certifying that you are the true and correct owner of the subject property in whole or part. Properties owned by multiple persons or entities must have this document executed by the managing partner or supporting letters consenting to the application.*



Development Application (Administrative Reviews/Procedural Exceptions)

Fees:

Administrative Review:

- Base Fee - \$200.00

Procedural Exception:

- Base Fee - \$200.00

Total Fee Calculation Based on Application Type and Current Fee Ordinance:

_____ Total



Administrative Review/Procedural Exception Checklist

___	One copy of the plat (24"x36")
___	Completed Development Application
___	Payment in full
___	Vicinity map on plat annotated NTS or not less than 1:9600
___	Name, address, and contact information of owner and Consultant
___	Name and addresses of record for owners within 300' of parcel. (on plat)
___	North arrow and scale
___	Contours at 2' intervals
___	Blocks and lots with all bearings and dimensions
___	Setback and buffer lines for buildings and wetlands, flood zones, etc.
___	Flood zones shown and all wetlands delineated
___	Certification of wetlands by a certified professional
___	All required or needed utility and drainage easements (are they buffered correctly)
___	ROW widths, existing street names
___	Site table showing total acreage, lot size, number of lots, & street frontage
___	Require notations on plat for Mobile County if property is not in City Limits
___	Copy sent to Mobile County